

SECRET

21 February 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Chief, FBIS
SUBJECT: Letter of Instruction - Part II

GENERAL

1. FBIS has approved in principle a request submitted by USIA for distribution to twenty-three of its Near and Middle East field stations copies of the "Survey of USSR Broadcasts" and "Trends and Highlights of Moscow Broadcasts." (Confidential)

2. As the result of a suggestion of the Director for wider dissemination of the FBIS Daily Report [redacted], a survey is being made to determine whether this service justifies an anticipated daily airmailing expense of some \$200. (Secret)

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3. Mr. Gordon Chapman of Biographics Register has complimented FBIS on its coverage of biographic information as contained in the Japan section of the Daily Report. This commendation is passed along to the Tokyo Bureau. (Confidential)

4. Propaganda analysis studies issued during the month included reports on Soviet and Hungarian Propaganda on Hungarian Refugees, on the Communist attitude toward Laos, on Moscow's new dictation-speed broadcasts in Arabic, and on the Soviet reaction to the plan for stationing U.S. atomic units abroad. Quantitative studies were prepared for USIA/IRI on the beaming of Soviet radio propaganda about Yugoslavia, on propaganda themes in Soviet broadcasts to Western Europe during 1956, and on the Moscow-Belgrade ideological controversy.

ADMINISTRATION (Unclassified)

1. Some bureaus continue sending memorandum copies of all vouchers to the Fiscal Division. Administrative Officers are invited to read memorandum dated 18 October 1956 re voucher requirements and change voucher transmissions accordingly.

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2. The new T & A forms forwarded to bureaus have spaces for leave balances. Bureaus are requested to complete these blocks each pay period in order that year-end leave discrepancies between the field and Payroll may be reduced.

3. Bureaus are reminded that the process of obtaining reimbursement for foreign nationals is lengthy and difficult. Final payments should be withheld until the bureau is assured that air freight and household effects shipment charges are not in excess of those allowed in the travel order.

4. All writers of field correspondence are again reminded that letters as well as memoranda should carry a subject heading. This facilitates proper filing, location and reference.

5. The following issuances have not previously been reported:

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PERSONNEL CHANGES:

1. Personnel Entering on Duty:

Assignment:

Monitor
WCB

Editor
WCB

Editor
Editorial Branch

Monitor
ECB

50X1

2. Reassignments Within FBID:

From:

Editor
Okinawa Bur.

Chief
Saigon Bur.

To:

Editor
Editorial Branch

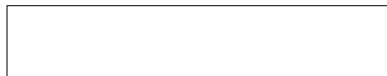
Training Status
FBIS Headquarters

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Elec. Tech.
Med. Bur.

Admin. Asst.
ECB

50X1

3. Transfers from FBIS:

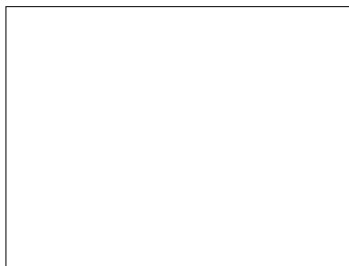


From:

Typwr. Oper.
Editorial Br:

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4. Separations from FBIS:



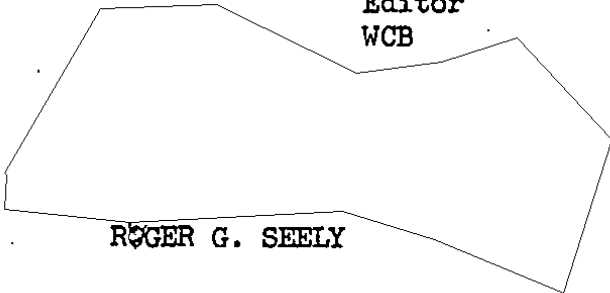
From:

Editor
ECB

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Editor
Editorial Branch

Editor
WCB



ROGER G. SEELY

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